

STEP 1: COMPLETE DURING THE LICENSING PROCESS. FAMILY, FRIEND AND NEIGHBOR (FFN) PROVIDERS IN PROCESS OF DWS APPROVAL THROUGH CHILD CARE LICENSING, SKIP STEP 1. ONCE "ACTIVE" COMPLETE STEP 2.

Child care subsidy payments— To receive child care subsidy payments from families who qualify through the Department of Workforce Services (DWS), you must report your monthly rates and your business hours to your local Care About Childcare (CAC) agency.

1. Call 855-531-2468, or submit your rates online at CareAboutChildcare.utah.gov.
2. Once you have completed this and become licensed, follow the steps below.



Information for new *child care providers*

STEP 2: FOLLOW THESE STEPS TO RECEIVE PAYMENT FROM DWS.

Easy steps to receive payment— from the Department of Workforce Services.

1. Email the Office of Child Care at occ@utah.gov to create a temporary password for the DWS Provider Portal. Include your first name, last name, email account given to Child Care Licensing and your license/DWS approval number. You will receive a temporary password and instructions. Then log into the DWS Provider Portal at jobs.utah.gov/childcare.
2. Go to the **MyAccount** tab, change your password, and create a security question and answer.
3. Enter your financial account information on the **Banking** tab. You will need the routing number and account number from your financial institution.
4. When adding users to the **MyEmployees** or **MyFacilities** tab, always ensure the correct security access roles are assigned. Limit the financial administrator access to 1-2 people.

Remember to **report any changes** in care each month under the **Children in Care** tab. Changes like: a child is no longer in your care, or never attended, must be reported within 10 days or by the 25th of each month to prevent overpayments.



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Department of Workforce Services

